

## MINUTES

### May Monthly Meeting on Enrichment Initiative to to Increase Literacy at the Primary School Level Activity Implementation Cooperative Agreement No. AID-532-A-13-00003

**DATE:** June 26, 2015

**PRESENT:** AOR Claire Spence (CS), A-AOR Bridget Fong-Yee (BFY), PM Dane Richardson (DR), M&E Officer Jo Anderson-Figueroa (JAF),

Action	By	Date	Update
Speak to MoE about areas to be removed from and/or prioritized in the Enrichment Manual	DR	Next meeting	Meeting conducted with Dr. Michele Meredith
Send list of Summer School schools to CS	JAF	July 3	Completed
Share delivery schedule for library corner items with USAID team	DR	When info become available	No update
Send list of 7 additional schools to CS	JAF	July 3	Completed
Send email to Ms. Carter, cc CS, re the parent place manual and the possible duplication of work with the NPSC	DR	Next meeting	Completed

DISCUSSION – ISSUES	RESPONSIBLE	DATE
<p><b>1) Welcome &amp; Call to Order – (DR)</b> Meeting was called to Order by DR (10:07am)</p> <p><b>2) Confirmation of Minutes &amp; Matters Arising – (DR)</b> Minutes confirmed. Matters arising are to be discussed with MoE Enrichment Specialist Shauner Murray and surround the EP manual as follows:</p> <ul style="list-style-type: none"> <li>- The ESTP created EP Manual was shared by SM as per action items. This document however is not felt to be in contravention to the document the DF team is trying to create as it does not provide a step by step process that would allow a school to implement the programme. As such the DF team would like to move forward with the EP manual that is currently in draft.</li> <li>- We are awaiting guidance from MoE on which areas are to be prioritized / cut from the document.</li> </ul>		

### **3) Project Performance Review (Various)**

- a. MoE Project Activity Update (DR/CS)
  - i. Review of Enrichment Manual

As per above.

- ii. Project Advisory Committee Meeting

CS notes that, as we already have a draft sustainability plan, we are in good stead for the Advisory Committee to remain focused and action based.

She suggests that DR engage Lena (Committee Chair) ahead of the next meeting with regards to ensuring that the next meeting is steered adequately. She asks for the completing the project sustainability plan and the ratification of the draft TOR for members to be prioritized at the next meeting of the Committee.

CS notes we will have only 3 meetings before the close of the project as such we need to maximize the time spent in, and between the meetings.

CS also notes that the closing event for the project will be a small press event, and will include the actual handing over of real documents to the ministry; this could include the sustainability plan.

- b. DF Project Activity Update (DR)
  - i. Renovations - Cohort 2&3

All outstanding schools of cohort 3 have now been completed, including Free Hill Primary, Norman Garden's Primary and Junior High and Golden Spring Primary Schools. We are in the process of making deliveries of items and materials to these schools.

Works have begun at the final school of cohort 2, Bryce Primary, however, as previously shared; the Foundation is undertaking some preparatory work. It is hoped that renovations will be completed over summer.

- ii. Summer School – Grade 1

Following approval by the MoE CEO, all 25 identified schools have been engaged and provided with supporting materials to guide the execution of the summer school activities. Summer school will run for 3 weeks from July 6 to July 24. It will target students leaving Grade 1 who are involved in the programme. We are looking for a modal average of 30 students. In many schools it will be less. CS suggests that the DF team prepare a curriculum manual for the summer school activities, in this year this manual would speak specifically to Grade 1.

CS notes that it is good to target Grade 1 as many students enter Grade 1 very underprepared and do not catch up during the course of the school year. As such this gives them another opportunity to master skills necessary for their academic progression at school.

DR notes that high parental involvement is at the basis of the summer school activity. There are three mandatory parent involvement days incorporated into the prescribed summer school activities. For example, on the first day of summer school parents will come in with the students for an open day.

Funds to support the summer school activities will be handed over to the schools based on numbers of students participating in the summer school activities as well as the submission of various pieces of documentation. This has been communicated to the 25 targeted schools. It is hoped that these measures will ensure that the funds provided are used specifically to support this summer school intervention.

It was noted that DR had engaged the MoE around the protocol / concerns re handing monies over to the school.

**Action:** JAF to send list of summer schools to CS

#### iii. Cohort 2 Residential Teacher Training II

To take place July 13-15 at Mandeville hotel. The math and literacy teams have been confirmed to deliver training. We are seeking to tie down the special needs component.

CS notes that the USAID team will not be able to attend due to conflicting engagements. Medicals for the students at Camp Summer Plus will be taking place over the same time period.

DR notes that we will also be providing the Slosson Oral Reading Test to project schools to serve as an assessment tool for reading levels in schools. This additional resource hopes to help ensure IDRI is not being used too often throughout the course of the year. This tool, and its use, will be reviewed at the training session. The online platform being built out by the DF team will also be reviewed with the cohort 2 teachers as this will be their last training.

#### iv. Principals' Sensitization

To take place on July 13 and 14 at RIU, St. Ann. This sensitization will target all principals from cohorts 2 and 3 as well as the additional 7 schools to establish Enrichment Centres. This particular form of engaging principals is a new element which the DF team has introduced to the programme. Last year Cohort 1 principals were engaged. This year's activity will provide an opportunity to engage the other principals involved in the programme. NCEL, JTC and DR will be facilitating the

training which will focus on Institutional Leadership and more specifically on creating action plans to address school wide development.

v. ERAI Assessments

Visits have been completed at all 25 sample schools. This will be reported on in the upcoming quarterly report.

vi. Library Corners

Approvals were received from the AOR for the supplier, and spend regarding library corners for the additional 7 schools. We are hoping to have delivery to these schools completed by October 2015. CS notes that if these deliveries are in August, the USAID team would like to be present when deliveries are being made.

**Action:** Dane to share delivery date with USAID team

vii. Additional 7 Enrichment Centres

The shortlisted schools have been approved by MoE CEO. The DF team will meet with principals from these schools to sign their MoUs on Friday June 26, 2015 at the Region 6 regional office.

The period to bid on the renovations of the spaces to host the Centres is ongoing. June 30 is the final day for submitting bids.

**Action:** JAF to send list of schools to CS

#### **4) Plans quarter ending June 2015 (DR)**

a. Summer School Wrap-Up

Schools will submit their reports on summer school activities to validate payment. The Team will also visit 3 schools on the first day of summer school, which will be an open day to which parents are invited.

b. Commencement of Parents' Audit & School Situational Analysis

The DF team has been in communication with the G2G project to partner on this output. We are hoping to begin this partnership in July and begin the audit when schools re-open in September. Members of the DF team also met with National Parenting Support Commission (NPSC) around the expanded project scope. It was noted that they are working on a document

<p>to guide the establishment and running of Parent Places. It was queried whether the document currently being worked on by the G2G team would thus be a duplication of efforts.</p> <p><b>Action:</b> DR to send email to Ms. Carter, cc CS, re the parent place manual and the possible duplication of work with the NPSC.</p> <p>c. Year Awards</p> <p>These will be announced / distributed in the back to school period in the case of the awards for School, Teacher and Student. The Parent award will be awarded in November, celebrated as Parenting Month in Jamaica.</p> <p><b>5) AOB</b></p> <p>No other business</p>		
<p>The date of the next meeting is set for July 31, 2015.</p> <p>The meeting was adjourned at 11:36 am.</p>		

## DELIVERABLES

TYPE OF REPORTS	Frequency	Deadline	Addressed To
<b>1. Financial Reports</b>			
a. Funds voucher (SF-1034 & Advance/Liq Report)	Monthly	By 15th of each month	sdvouchers@usaid.gov/ AOR (AOR send to FM)
b. Federal Financial Form (SF-425)	Quarterly	45 days after quarter ends	santodomingoobligation inbox@usaid.gov/AO/A OR
c. Accruals	Quarterly	10 days before quarter ends	AOR
d. Final Financial Report	Once	23-May-16	FM/AOR
e. Tax Report	Annually	16-Apr	Supervisory Financial Analyst (avasquez@usaid.gov)/A OR
f. Financial Review (USAID FM)	Mid-term	TBD	FM/AOR
g. Audit (Independent)	Annually	4/14/2014 (report due 30 days after audit)	AOR
<b>2. Program Reporting</b>			
a. Annual Implementation Plan	Annually	10-May	AOR
b. M&E Plan	Once	10-May-13	AOR

c. Marking and Branding Plan	Once	24-May-13	AOR/DOC
d. Periodic Reports			
April-June	Quarterly	30-Jul	AOR
July-September (semi-annual report)	every 6 months	30-Oct	AOR, DGP
October-December	Quarterly	30-Jan	AOR
January-March (semi-annual)	Every 6 months	30-Apr	AOR, DGP
e. Performance Reports	As requested	TBD	AOR
f. Final Report	Once	8-Jun-16	AOR
<b>3. Evaluations</b>	Mid-term & Final	TBD	AOR, DGP (mid-internal and USAID procures final, check budget)
<b>4. EMPR</b>	Annually	December	AOR, Environmental Officer
<b>5. Inventory List/Property Title</b>	On going	8-Jun-16	AOR
<b><u>SUBSTANTIAL INVOLVEMENT CLAUSES</u></b>			
a. Approval of Annual Implementation Plans			
b. Approval of M&E Plan			
c. Approval of 4 Key Personnel: Project Manager, Accountant, Project Officer - Training, Project Officer - M&E			
d. Involvement in selection of advisory committee members			
e. Prior approval of all sub-awards			
f. Approval of changes in program direction			
g. Monitoring of activity and sites			